



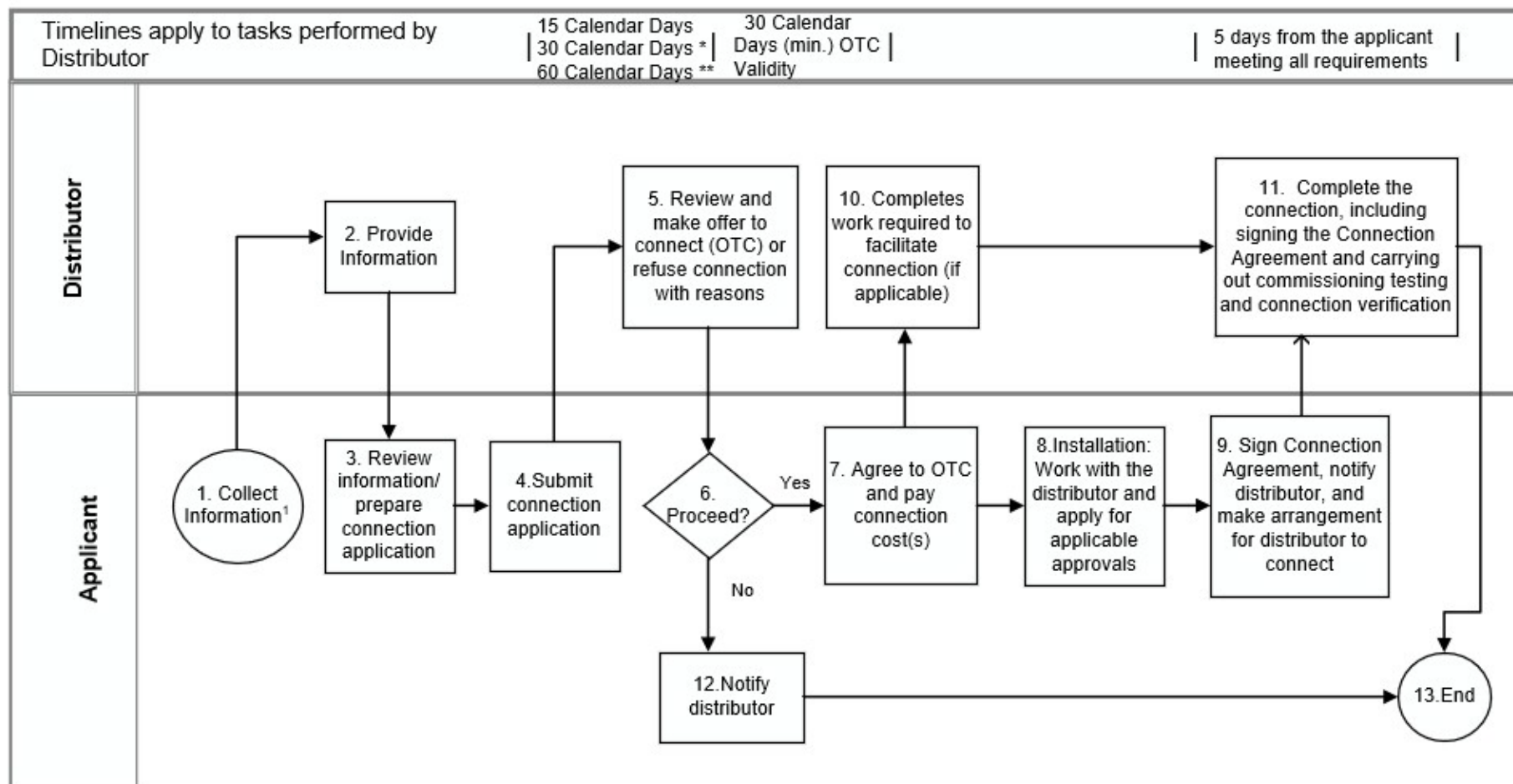
Distributed Energy Resources Connection Processes

1.1 Micro Generation Facility Connections

1.1.1 Micro Generation Facility Connection Processes

Micro generation facilities are equal to or less than 10 kW and are considered to pose a relatively low connection risk to the distribution system compared to larger generation facilities. The distributor (in accordance with Section 6.2.6 of the DSC) and applicant are expected to follow the process flowchart in Figure 2 and steps outlined below.

Connection Process: Micro Generation Facility



* If at existing connection and site assessment needed ** If not located at existing customer connection
 1 Check distributor webpage for information on process, forms and other helpful info, including how to apply.

Figure 2: Micro Generation Facility Connection Process

Step 1	The applicant proposing to connect a micro generation facility checks the distributor's DER webpage for information on processes, forms and other helpful information, including how to apply. The applicant can also contact the distributor and the Electric Safety Authority (ESA) to obtain more information on connection process and requirements.
Step 2	The distributor makes the information on connection process available to the applicant in a timely manner. The information package includes the description of the connection process approvals needed by the distributor for connection, technical requirements including metering, contractual requirements (Micro-Embedded Generation Facility Connection Agreement), and application forms.
Step 3	The applicant reviews relevant information and prepares a connection application that includes: <ul style="list-style-type: none"> • an installation plan, including the size, type of generation (e.g. net metering and non-exporting) facility; and • a project plan.
Step 4	The applicant submits a connection application to the distributor for its review.
Step 5	<p>Within the prescribed timeline, which varies based on the facility location, the distributor shall either provide the applicant with an offer to connect (OTC) or a refusal to connect, including reasons for the decision, as outlined in sections 1.1.2, 1.1.4, and 1.1.5 below.</p> <p>The distributor's review of an application submitted for the connection of a micro generation facility will include:</p> <ul style="list-style-type: none"> • typical requirement for new meter; • check for service upgrade requirement; • check for significant amount of other generation on feeder; • response to the applicant with an offer to connect or refusal; and • response to applicant with requirements specific to the connection (typically requirements for metering) and costs, timing to implement, etc.
Step 6	The applicant decides whether to proceed with the connection. If so, proceed to step 7. If not, proceed to step 12.
Step 7	The applicant must indicate its intention to connect. Within the validity period of the OTC, which shall be at least 30 days, the applicant

	accepts the OTC and pays the required connection cost(s).
Step 8	During the installation phase, the applicant should work closely with the distributor, the ESA, and any other organizations from which work, inspections, approvals, or licences are required to prevent delays. The activities will be planned in coordination with project milestones, and it is up to the applicant to initiate actions at the required times.
Step 9	The applicant reviews and signs the connection agreement, notifies the distributor, and makes arrangement for the distributor to connect.
Step 10	The distributor completes any work required to facilitate the connection to the distribution system (if applicable).
Step 11	Subject to the provisions of section 6.2.7 of the DSC, the distributor works with the applicant to complete the connection, including signing the connection agreement and carrying out any commissioning testing and connection verification.
Step 12	If the applicant decides not to proceed with the connection (step 6), the applicant notifies the distributor of the applicant's decision not to proceed with the connection process and then proceeds to step 13.
Step 13	The connection process ends.

- 1.1.2 If the proposed facility is located at an existing customer connection and does not require a site assessment, the distributor shall make an offer to connect within 15 days of receiving a completed application or provide reasons for refusing to connect.
- 1.1.3 The distributor shall not charge the applicant to prepare the offer to connect outlined in section 1.1.2 above.
- 1.1.4 If the proposed facility is located at an existing customer connection and requires a site assessment, the distributor shall make an offer to connect within 30 days of receiving a completed application or provide reasons for refusing to connect.
- 1.1.5 If the proposed facility is not located at an existing customer connection, the distributor shall make the offer to connect within 60 days of receiving a completed application or provide reasons for its refusal.
- 1.1.6 In all cases, the distributor shall give the applicant at least 30 days to accept the offer to connect and the distributor shall not revoke the offer to connect until this time

period has expired.

- 1.1.7 If a site assessment is needed, the distributor may charge a \$500 connection deposit for preparing the offer to connect, which shall be payable in the form of cash, cheque, electronic funds transfer, letter of credit from a bank, or surety bond.
- 1.1.8 If the distributor refuses the connection after a site visit, it shall return the deposit within 30 days.
- 1.1.9 If the applicant does not accept the offer or withdraws its application, the distributor will keep the deposit.
- 1.1.10 If actual connection costs are less than the deposit, the distributor shall refund the difference when the connection is completed and in service.
- 1.1.11 Interest shall accrue monthly on connection deposits made by way of cash or cash equivalents commencing on receipt of the total deposit required by the distributor. The interest rate shall be at the Prime Business Rate as published on the Bank of Canada website less 2 percent, updated quarterly. Refunds, in whole or part, of deposits made in cash or cash equivalents shall include interest on the refunded amount from the date of receipt.
- 1.1.12 An applicant must notify the distributor that it has satisfied all applicable service conditions and received all necessary approvals including confirmation of issuance of the authorization to connect from the ESA.
- 1.1.13 The applicant must enter into a Connection Agreement and pay the required connection costs, including costs for any necessary new or modified metering.
- 1.1.14 Once these conditions have been satisfied, the distributor shall connect the applicant's micro generation facility to its distribution system within 5 business days, or at such later date as agreed to by the DER applicant and the distributor.
- 1.1.15 The distributor must meet the five-day requirement for connection 90 percent of the time on a yearly basis.

1.2 Small, Mid-Sized and Large Generation Facility Connections

The connection application processes for small, mid-sized, and large generation facilities are similar, with the differences primarily being the number and complexity of connection impact assessments required which will vary on a project-to-project basis and depend on the size of the project and the connection point to the system. Unlike the micro generation facility process, the connection process for small, mid-sized, and large generation facilities includes a common screening process on application intake.

1.3 CIA Screening Process

CIA applications are subject to a review for completeness, i.e. a screening process. The screening process is intended to provide feedback to the applicant early in the process on any deficiencies in their submission that would prevent a distributor from proceeding with a review. Upon submission of an application, the distributor confirms if the application is substantially complete. A substantially complete application is a submission in which there

is sufficient information provided for the distributor to process the application and complete the CIA. To aid an applicant in determining the information requirements that a distributor would typically deem as being sufficient information, a sample application package has been provided [here](#).

Also, available at www.sudburyhydro.com/connections/

The sample application package includes:

- Completed application
- Single line diagram sample
- Protection philosophy sample
- Submission checklist

In order to facilitate timely processing of applications, payment¹ for the applicable studies should be included with the submission when possible. The fees for required studies and assessments should be identified on the distributor's website and in the PCR.

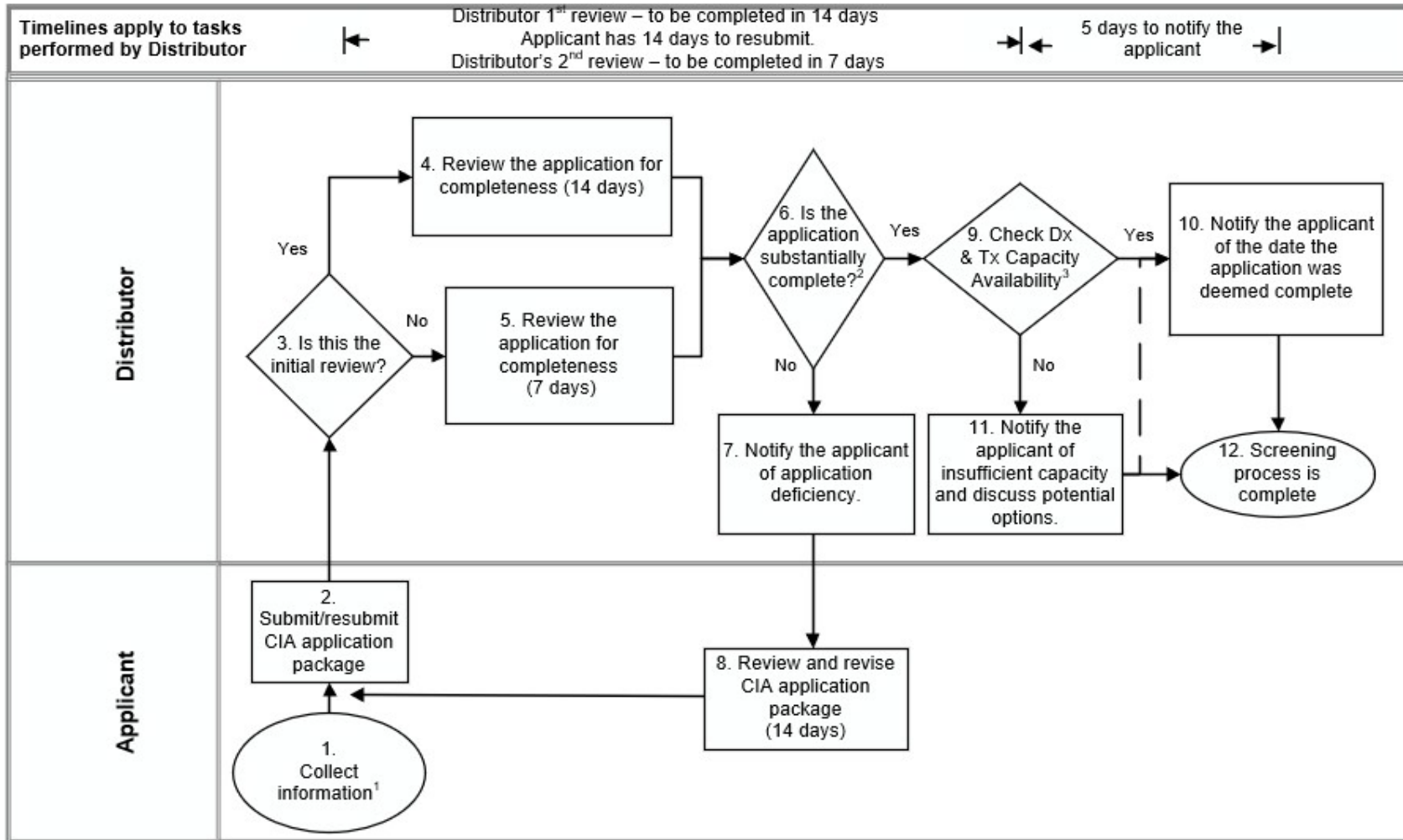
If the application is incomplete, the distributor will return the incomplete part of the application package to the applicant with a deficiency notification identifying the error and omissions in the application. Upon receipt of a deficiency notification, an applicant should review and correct the application and resubmit the revised application within 14 days. If the application is not returned in 14 days, the application may lose its position in the processing queue.

Upon receipt of a revised CIA application, the distributor must review the application within 7 days to determine if there is sufficient information for the distributor to process the application. If there is sufficient information, the submission is deemed substantially complete, and the distributor will reconfirm that the distribution and transmission capacity that was available at the preliminary consultation stage remains available. Please note that capacity is not reserved until the CIA is completed. If capacity is available, the distributor will notify the applicant and proceed to perform a CIA. The date the submission is deemed substantially complete starts the timed-day window for the distributor to send the completed CIA to the applicant.

The process flowchart for determining the status of an application using the screening process is outlined in Figure 3. The corresponding procedure steps for the distributor and applicant to follow are outlined below the flowchart.

¹ Distributors are to identify required study cost in the Preliminary Consultation Report
Distributed Energy Resources Connection Processes

CIA Screening Process



¹ Submitting a Preliminary Consultation Information Request (PCIR) prior to CIA application will help gather potential connection complexity information before investing in a CIA.

² A CIA application is complete if the information it contains is sufficient to allow a distributor to complete a CIA.

³ A secondary check to address changes between the preliminary consultation and the CIA application.

Figure 3: CIA Screening Process

Step 1	The applicant begins the process by collecting any needed information. The applicant can submit a PCIR prior to a CIA application to gather potential connection complexity information specific to the generation facility.
Step 2	The applicant submits the completed CIA application package, including completed application form, payment for required studies, attachments, application checklist, and the PCR (if available).
Step 3	The distributor determines if this is the initial application submission or a revised application submission. If it is the initial submission, proceed to step 4. If it is a revised submission, proceed to step 5.
Step 4	For initial application submission, the distributor reviews the application to determine whether it is missing any required information. A review must be completed within 14 days.
Step 5	For revised application submission, the distributor reviews the revised application to determine whether it is missing any required information. A review must be completed within 7 days.
Step 6	For the completeness check outlined in steps 4 and 5, the distributor reviews the application to determine if the information the applicant provided is sufficient to allow the distributor to complete a CIA. If the distributor deems the application incomplete, proceed to step 7. If the distributor deems the application complete, proceed to step 9.
Step 7	For submissions that are not substantially complete, the distributor will notify the applicant of the application deficiencies via email or letter (if the applicant's email is not provided). The deficiency notification shall identify any errors and omissions in the application that would prevent the distributor from proceeding with the CIA. The notification shall outline the available remedies required to have the application deemed substantially complete.
Step 8	On receipt of a deficiency notification, an applicant should review and revise the application to address the deficiencies and resubmit the application. The process allows 14 days for the applicant to resubmit a revised application. If the applicant does not return the revised application within 14 days, it may be treated as a new application once it is resubmitted.

Step 9	For submissions that are deemed substantially complete, the distributor will reconfirm distribution and transmission capacity availability. This is a secondary check to address changes between
	the pre-consultation phase and the CIA application. The distributor may carry out a capacity check before the application completeness review. If capacity is available, proceed to step 10. If capacity is not available, proceed to step 11.
Step 10	The distributor notifies the applicant of within 5 calendar days of when the application is deemed substantially complete. The date the application is deemed substantially complete starts the timed-day window for the distributor to send the completed CIA to the applicant.
Step 11	If capacity is not available, the distributor will notify the applicant that capacity is not available to support the connection and may offer a flexible hosting capacity arrangement if the distributor has this option available. If the distributor and the applicant agree to explore a flexible hosting capacity arrangement, proceed to step 10. If not, process to step 12.
Step 12	The screening process is complete.

1.4 CIA Process for Small, Medium and Large Generation Facilities

The next step in the connection process is the completion of the CIA. The overall CIA timelines are as follows:

For small generation facilities the distributor shall provide an applicant proposing to connect with its assessment of the impact of the proposed generation facility, a detailed cost estimate of the proposed connection and an offer to connect within:

- a) 60 days of the receipt of the complete application where no distribution system reinforcement or expansion is required; and
- b) 90 days of the receipt of the complete application where a distribution system reinforcement or expansion is required.

For mid-sized and large generation facilities, after receipt of a complete CIA application, a distributor shall respond with its CIA:

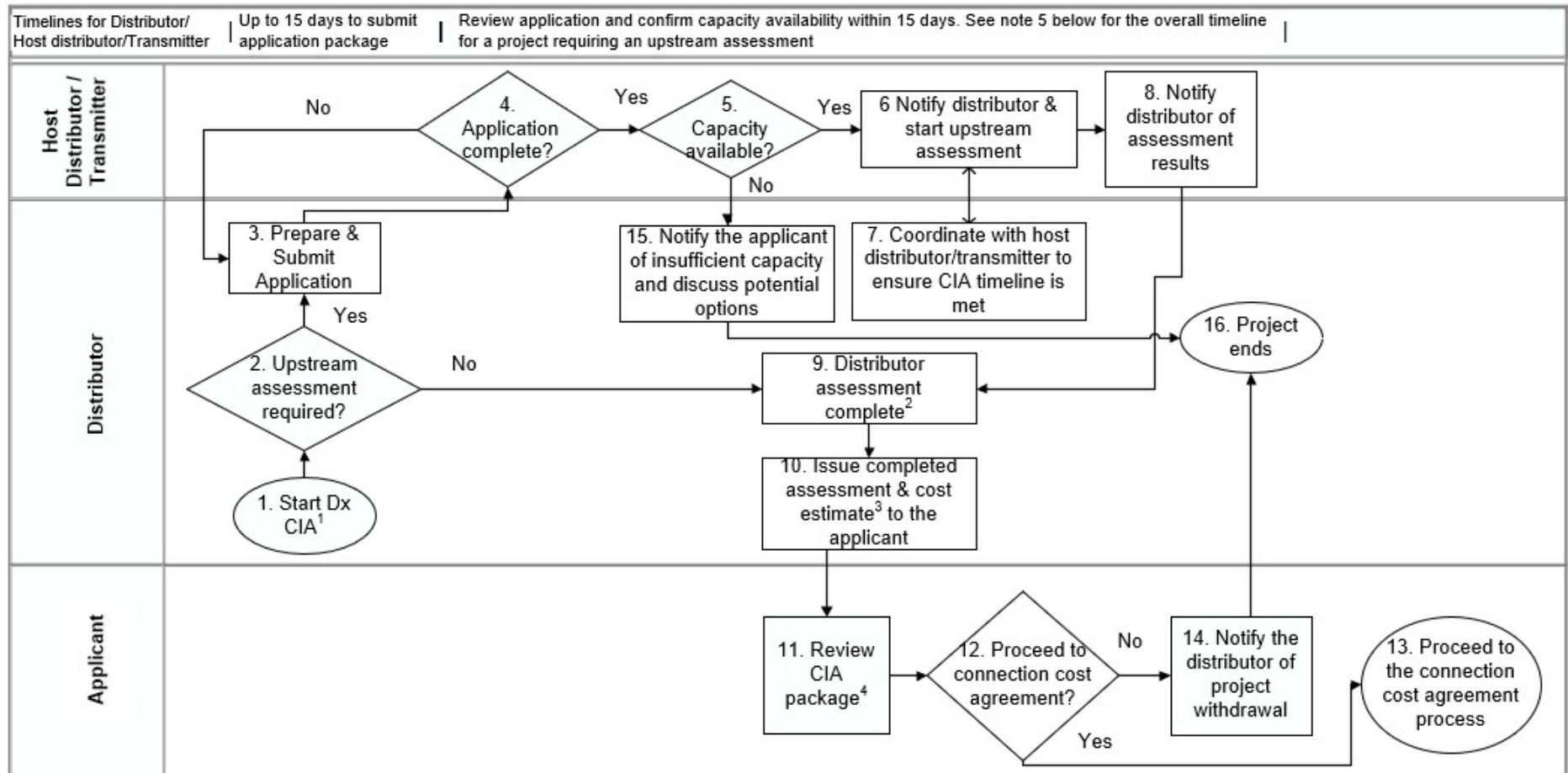
- a) within 60 days for a mid-sized generation facility;
- b) within 90 days for a large generation facility;
- c) within 75 days for a mid-sized generation facility when a host distributor/transmitter CIA is also needed; and

- d) within 105 days for a large generation facility when a host distributor/transmitter CIA is also needed.

The distributor must ensure that only 15 days are added to the overall CIA timeline for mid-sized and large projects when an upstream assessment is required.

The flowchart in Figure 4 describes the process for performing the CIA. The corresponding procedure steps for the distributor and applicant are outlined below the flowchart

CIA Process: Small, Mid-sized, or Large Generation Facility



¹ Refer to CIA Screening flowchart for prior process steps; ² Distributor consolidates finalized assessments

³ For mid-sized and large generation facility applications, the applicant may elect to obtain a detailed cost estimate which is a separate process that may require a new agreement between the applicant and the distributor, as well as associated fees; ⁴ The applicant to see CIA expiration terms and conditions

⁵ Overall CIA timeline for a project requires an upstream assessment: 60 days (Small DER – no system reinforcement/expansion)/ 90 days (Small DER – with system reinforcement/expansion)/ 75 days (Mid-sized DER) / 105 days (Large DER).

Figure 4: CIA Process for Small, Mid-sized, or Large Generation Facility

Step 1	The distributor initiates the distribution CIA when the CIA application is deemed substantially complete and gathers required information.
Step 2	The distributor determines if an upstream assessment from a host distributor/transmitter is required. If so, proceed to step 3. If not, proceed to step 9.
Step 3	If an upstream assessment is required, the distributor submits the completed CIA application package to the host distributor/transmitter, including completed application form, payment for required studies, attachments, and application checklist. The distributor must submit a completed application as soon as possible and no later than 15 days after starting the downstream CIA to ensure there is adequate time for the host distributor/transmitter to carry out upstream assessment(s) and to consolidate upstream assessment results into the distributor's CIA. The distributor must include information on the expected timeline for the host distributor CIA in its application, in accordance with the project classification and the date the CIA application is deemed substantially complete in Step 1.
Step 4	The host distributor/transmitter reviews the application and determines if the application is complete. If additional information or changes to the application is/are needed, the host distributor/transmitter must inform the distributor as soon as possible, and no later than 15 days. This ensures there is sufficient time for the distributor to submit the revised application package and for the upstream assessment to be completed concurrently with the distributor's CIA.
Step 5	The host distributor/transmitter confirms there is capacity for the connection. This check can take place again during the CIA process. If there is capacity available, proceed to step 6. If not, notify the distributor there is insufficient capacity and discuss the feasibility of a flexible hosting capacity arrangement.
Step 6	If the application is complete and capacity is available, the host distributor/transmitter notifies distributor and begins the upstream assessment.

Step 7	<p>Distributor coordinates with the host distributor/transmitter to ensure the host distributor/transmitter sends the upstream assessment in time for the distributor to complete the distribution CIA within the prescribed CIA timeline.</p> <p>The overall CIA timeline for a project requires an upstream assessment based on the size of the proposed DER:</p>
	<ul style="list-style-type: none"> • Small DER: <ul style="list-style-type: none"> ○ 60 days (without system reinforcement/expansion) ○ 90 days (with system reinforcement/expansion) • Mid-sized DER: 75 days • Large DER: 105 days
Step 8	The host distributor/transmitter notifies distributor of assessment results.
Step 9	Upon receiving upstream assessment results, the distributor completes its CIA.
Step 10	The distributor issues a completed CIA and cost estimate to the applicant. For mid-sized and large generation facility applications, the applicant may elect to obtain a detailed cost estimate which is a separate process that may require a new agreement between the applicant and the distributor, as well as associated fees.
Step 11	The applicant will review the CIA package and signs the connection cost agreement within a prescribed timeline, in accordance with the terms and conditions regarding the expiration of the capacity allocation.
Step 12	The applicant decides whether to proceed to the connection cost agreement to move forward with the connection process. If so, proceed to step 13. If not, proceed to step 15.
Step 13	The applicant proceeds to the connection cost agreement process.
Step 14	If the applicant decides not to proceed, notify the distributor in writing of project withdrawal.

Step 15	Upon receiving the notification from the host distributor/transmitter that there is insufficient capacity in Step 5, the distributor notifies the applicant. The distributor identifies the potential for entering into a flexible hosting capacity arrangement.
Step 16	Project ends due to insufficient capacity, or the applicant's decision not to proceed to the connection cost agreement process.

1.5 Simplified CIA Process

A distributor shall offer a simplified CIA process to small DERs that meet distributor-specific criteria, such as, but not limited to, a nameplate rated capacity threshold, and receive a confirmation from the distributor.

The simplified CIA process is expected to reduce assessment costs and timelines for a subset of small DERs.

Appendix E of the OEB's [*Distributed Energy Resources Connection Procedures*](#) (DERCP) document outlines the provisions for simplified CIA process including: eligibility, timelines, fees, potential outcomes, and processes.

1.6 CIA Process for Flexible Hosting Capacity Arrangements

A distributor may offer a flexible hosting capacity arrangement to a proposed DER when the entire requested capacity is not available in the normal capacity allocation process, and when it is cost effective and technically feasible to proceed. Under a flexible hosting arrangement, the proposed DER's output or operation can be varied according to system operating conditions as agreed to by the distributor and DER customer. This arrangement will enable a distributor to optimize the capacity available on its distribution system and support greater DER adoption, through use of technologies such as a DER management systems (DERMs).

In the case of flexible hosting capacity arrangements, the distributor is not required to adhere to the prescribed timelines for CIA, as mentioned under section 1.4, and capacity allocation timeline or CIA validation timeline, as mentioned under process step 1 of Figure 5 in the DERCP. However, the distributor is expected to follow, as closely as possible, the processes set out above in the flow charts. In setting out to offer flexible hosting arrangements, a distributor will establish reasonable timelines for CIA and capacity allocation to ensure timely connections and avoid creating new connection barriers to other prospective DER customers. The distributor will aim to provide the technical requirements and estimated cost for the proposed connections as soon as possible without affecting the timelines for other connections that are ahead of the applicant.

The distributor must inform prospective DER customers and include information in the DER connection section of its website about whether they offer flexible hosting capacity arrangements. The distributor will also confirm the feasibility through the preliminary consultation and CIA processes.